



# Powhatan Building Inspections

## NEW OCCUPANCY REQUIREMENTS

### Permit Process

We are here to help you through the process of receiving a Certificate of Occupancy for your new location in Powhatan County. This process is required by the Virginia Building Code and is important for you to complete prior to your business opening at its new location to insure that your new space is safe for your employees and customers.

A completed Commercial Building Permit Application is required. Once the application has been reviewed and approved, on-site inspections can be performed. After all inspections are passed, then a Certificate of Occupancy can be issued.

Once the Certificate of Occupancy is issued, you will then be able to apply for a Powhatan County Business License.

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### Checklist

These are the items that we will need in order to process your application for a Certificate of Occupancy for the new location of your business here in Powhatan County.

- Commercial Building Permit Application
- Floor plan that depicts the existing space, as well as any proposed changes to the space
- Owner's Affidavit Form
- Payment of \$100.00 required for all new Certificate of Occupancy applications

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#### Required Items on Floor Plan

- ◆ Label and name all rooms
- ◆ Note location of all fire extinguishers
- ◆ Marked emergency escape fire exits
- ◆ Dimensions of each room and overall space

#### Areas the County will Inspect

- ◆ Panel box, is it fully labeled?
- ◆ Are the egress lights and exit signs functional with battery backup?
- ◆ Is the bathroom signage and ADA bars in place?
- ◆ Do the electrical outlets test ok?
- ◆ Do the fire extinguishers meet code?
- ◆ Are ADA counters provided where needed?
- ◆ Are the plumbing systems operational and meet requirements?
  - ◆ *Depending on the space and use, other requirements may be necessary.*

# OTHER IMPORTANT RESOURCES

## **Assistant County Administrator**

**Bret Schardein**

804-598-3639

bschardein@powhatanva.gov

## **Economic Development**

**Roxanne Salerno**

Economic Development Program Manager

804-598-4890

rsalerno@powhatanva.gov

## **Commissioner of Revenue**

**Jamie Timberlake**

804.598.5616 #2028

jtimberlake@powhatanva.gov

## **Powhatan Chamber of Commerce**

**Angie Cabell**

Executive Director

804.598.2636

angie@powhatanchamber.org

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## **QUESTIONS?**

Call or email:

### **David Dunivan, Building Official**

804.598.5622 #2012

ddunivan@powhatanva.gov

### **Jenny Hammond, Building Permit Tech**

804.598.5622 #2013

jhammond@powhatanva.gov

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **Building Inspections**

3834 Old Buckingham Road Ste. F

Powhatan, VA 23139

Main Line: 804-598-5622

Hours: 8:30 AM – 5:00 PM



# Welcome to Powhatan County

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**COUNTY OF POWHATAN**  
Building Inspections Department  
3834 Old Buckingham Road, Suite F  
Powhatan, VA. 23139  
(804) 598-5622-Phone (804) 598-5877-Fax  
www.powhatanva.gov

**COMMERCIAL CONSTRUCTION  
TENANT UPFIT  
Permit Application**

PERMIT NUMBER: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**LEASE OR OWNER NAME:** \_\_\_\_\_  
Last name First name Middle initial

**MAILING ADDRESS:** \_\_\_\_\_ **SITE ADDRESS:** \_\_\_\_\_  
(If different)

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

SETBACKS OF PROPOSED BUILDING: FRONT: \_\_\_\_\_ BACK: \_\_\_\_\_ RIGHT: \_\_\_\_\_ LEFT: \_\_\_\_\_

DISTANCE TO NEAREST BUILDING ON SAME LOT: \_\_\_\_\_

TAX PARCEL #: \_\_\_\_\_ TOTAL ACREAGE OF LOT: \_\_\_\_\_

HEALTH DEPT. PERMIT NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

WATER: (Check one)  Public  Private Well SEWAGE: (Check one)  Public  Private Septic

STRUCTURE: (Check one)  ADDITION  ALTERATION  NEW CONSTRUCTION  TEMPORARY

**NATURE OF WORK:** \_\_\_\_\_  
(Include name of business)

**OWNER/LESSEE:** \_\_\_\_\_ STATE LICENSE NO. \_\_\_\_\_  
Last name, First name Middle initial

TRADING AS: \_\_\_\_\_ CLASS: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ SPECIALTY CLASSIFICATION(S): \_\_\_\_\_  
PHONE: \_\_\_\_\_

BUSINESS LICENSE NO. \_\_\_\_\_ LOCALITY \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**NOTE:**

Two (2) hard-copies and one electronic copy of plans required at time of submittal

When **required** by the Code of Virginia, provide A/E sealed plans.

When A/E sealed plans **are not** required by the Code of Virginia, plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.

**COMMERCIAL BUILDING**

Value: \$ \_\_\_\_\_

Total Sq Ft: \_\_\_\_\_

#Stories

Sq Ft 1<sup>st</sup> Floor

Sq Ft 2<sup>nd</sup> Floor

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.....

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Sprinklers Y/N

Alarm System Y/N .....

Occupant Load

.....

.....

.....

.....

.....

Other Work (Specify):

**CO TENANT UPFIT**

**DEMOLITION**

Value: \$ \_\_\_\_\_ (Total cost of demolition)

Describe building or building element to be demolished \_\_\_\_\_

Have all utilities been disconnected?  Yes  No If No, explain \_\_\_\_\_

**Please provide appropriate documentation (receipts) that demolition debris has been properly disposed of.**

**Note: Asbestos and Demolition Certification Form is required to be submitted with permit applications for all commercial repair, alteration, or demolition work.**

**By signing this application, the applicant acknowledges responsibility for the above matters.**

I certify that I am legally authorized to make this application. I also certify that all construction will be executed in accordance with the applicable provisions of the Virginia Uniform Statewide Building Code and the Ordinances of Powhatan County. No portion of the work executed under this permit will be used or occupied until a Final Inspection and/or Certificate of Occupancy is granted.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Applicant is  Building Owner  Owner's Agent  Contractor/Contractor's Agent

**NOTE:** If the permit applicant does **not** hold a Contractor's license issued by the Virginia Department of Professional and Occupational Regulation, submit a notarized Affidavit of Exemption from Contractor Licensing.

**PERMIT FEES:**

All fees plus state levy are to be paid upon application for a permit.

The Commonwealth of Virginia requires every jurisdiction to collect a 2% fee levy on each permit issued. This amount is added to the permit fee collected by the county at the time of application for a permit (e.g., \$40 permit fee + 0.80 levy = \$40.80 total). Cash or check are the only acceptable forms of payment.

**(THIS SECTION TO BE COMPLETED BY COUNTY STAFF)**

Use Group: \_\_\_\_\_ Use Code: \_\_\_\_\_ Fed. Use Code: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Magisterial Dist.: \_\_\_\_\_ Zoning: \_\_\_\_\_ Traffic Area: \_\_\_\_\_ Voting Dist.: \_\_\_\_\_

USBC Edition: \_\_\_\_\_ Hydrologic Unit: \_\_\_\_\_ Route #: \_\_\_\_\_ Floodplain: Y/N \_\_\_\_\_

Site Plan # \_\_\_\_\_ Variance/Conditional Use Permit# \_\_\_\_\_ Occupant Load: \_\_\_\_\_

Planning & Zoning Approval \_\_\_\_\_ Building Dept. Approval \_\_\_\_\_



The County Of

# Powhatan

## AFFIDAVIT OF EXEMPTION FROM CONTRACTOR LICENSING

All permit applicants who do not hold a valid state contractor's license are required to complete this affidavit. This is a sworn legal document. The applicant's signature shall be witnessed by a Notary.

As applicant for a building permit for work to be performed at the following location:

\_\_\_\_\_  
(Location of work)

And pursuant to the provisions §54.1-1111, Code of Virginia, I swear I am exempt from any requirement to be licensed as a contractor in the Commonwealth of Virginia for the following reason: (check one):

I will perform or supervise the construction, removal, repair or improvement of no more than one building for retail use, one building for commercial use or one residence upon my own real property and for my own personal use during any twenty-four-month period; (personal use excludes buildings owned by the applicant but rented otherwise let out to tenants)

I will perform or supervise the construction, removal, repair or improvement of a house upon my own real property as a bona fide gift to a member of my immediate family who will reside in the house ("immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law);

I am lessee of the relevant property or the agent of either or by the RDP, contractor or subcontractor associated with the work or any of their agents. I am not required to have a contractor license pursuant to Chapter 11 of Title 54.1 of the Code of Virginia.

I am a contractor as defined in §54.1-1100, however, the total contract value of the work to be performed does not exceed \$1,000.00 and does not include landscape irrigation or water well construction. If the work includes plumbing, electrical, HVAC or gas piping, the applicant shall hold a Master Tradesman Certification issued by the Virginia Department of Professional and Occupational Regulation. Certification #: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Subscribed and  
acknowledge to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City/County of  
\_\_\_\_\_, Virginia.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration

\_\_\_\_\_  
Notary registration number